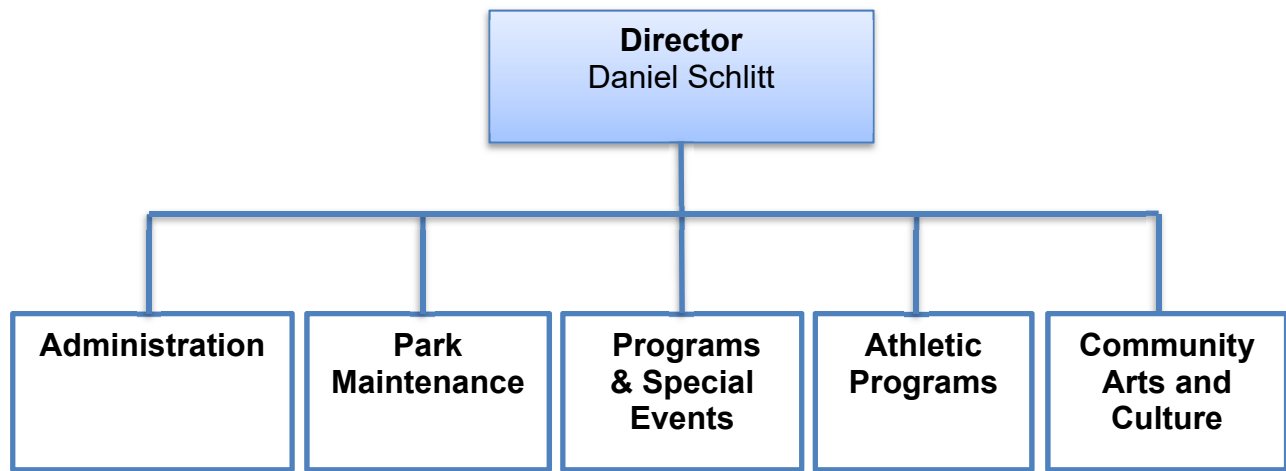


DEPARTMENT OF RECREATION & PARKS



TOTAL DEPARTMENTAL BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 1,143,832	\$ 1,349,668	\$ 1,477,401	9.5%
Benefits	302,186	347,583	349,261	0.5%
Professional and Contractual	544,281	755,550	1,103,950	46.1%
Materials, Supplies, and Other	478,070	705,401	722,381	2.4%
Capital Outlay	47,830	40,000	-	-100.0%
Total Expenditures	2,516,199	3,198,202	3,652,993	14.2%
Revenues				
State Grants	4,500	4,500	4,500	0.0%
Other Grants and Contributions	4,004	800	800	0.0%
Charges for Services	1,085,425	1,664,000	2,001,719	20.3%
Total Revenues	1,093,929	1,669,300	2,007,019	20.2%
Net Expenditures Supported by General Revenues	\$ 1,422,270	\$ 1,528,902	\$ 1,645,974	7.7%
Permanent Position FTE	16.400	16.400	16.300	-0.6%

RECREATION AND PARKS ADMINISTRATION

SUMMARY OF SERVICES PROVIDED

This Cost Center provides funding to support the administration of the Recreation & Parks Department and the supervision and management of the Falls Church Community Center, Cherry Hill Farmhouse, 17 outdoor facilities to include 15 parks, six tennis courts, 10 playgrounds, and five basketball courts.

The Falls Church Community Center houses the administrative offices of the Recreation & Parks Department. The Center, which is typically open 357 days a year, operates more than 4,300 hours annually with an estimated 265,000 visits each year. Programs for toddlers, elementary aged children, teenagers, adults of all ages, and seniors are offered. The Community Center serves as a teen center, recreation center, special event venue, senior center, entertainment center, information center, and meeting place. The Community Center continues to be a focal point of the Falls Church community and serves as a place for town hall meetings, public forums, as well as local, state, and federal elections. The Community Center also serves as the City's emergency shelter.

Registrations and rentals/reservations were down in 2021 as a continued impact of the Covid-19 pandemic. However, in 2021, the Department processed over 7,500 activity registrations. Staff also received and processed approximately 45 room rental requests for the Community Center, 270 picnic shelter reservations, and 5,500 (compared to 1200 pre-covid) tennis & pickleball court reservations.

As we continue to resume to full programming and services from the on-going Covid-19 pandemic, the Community Center hours, visits and use have steadily increased, reverting back to pre-pandemic usage. Staff will resume full operations with expectations of returning to pre-pandemic registrations and rentals, assuming health metrics continue to permit regular programming.

Staff of the Falls Church Recreation and Parks Department are committed to ensuring our programs, services and facilities are provided equitably and are accessible to all. Equity and accessibility will always be at the forefront of all planning that is done by the Department.

TRENDS AND ISSUES

- The Community Center was last renovated twenty-two years ago. A refresh of work stations, restroom stalls and bleachers will be needed in the coming years.
- As the City's population increases, we have more class offerings and rentals, resulting in a fully booked building.
- The department will continue to monitor software and technology that could assist in providing better service or increase efficiency.
- We continue to register over 1,700 new household accounts each year.
- Security enhancements have begun. Additional cameras and a fully functioning PA system are needed. Coordination with Emergency Management on this upgrade has begun.
- The department continues to evaluate the upcoming impact the City's growth will have on our programs, services and parks.
- Enhanced awareness and dedication to equity and accessibility. The department continues to promote our new fee reduction program and are actively working to make programs and facilities more accessible. Examples are the equipment boxes at each tennis court which provides all needed equipment for tennis or pickleball use, and added language about the fee reduction program on program flyers and other materials.

SIGNIFICANT CHANGES

- As of April 1, 2022, the department will lift existing health and safety protocols to include permitting drop in use, removing room/open gym maximums and bringing back additional programming that had not yet returned due to the pandemic.
- Rental fees for use of the Community Center have not resumed to pre-pandemic use. We expect to see more rentals with the lifting of room maximums.

DELIVERABLES

- This Administration cost center will provide administrative support that will allow us to offer a fun, safe and recreational environment for 265,000 visitors per year in a building that is used for a teen center, recreation center, special event venue, senior center, entertainment center, information center, and meeting place. The Community Center also serves as the hub of the Falls Church Recreation and Parks Department providing customer service and all other administrative and programming responsibilities of the 16.3 FTE professional, maintenance and administrative staff of the Recreation and Parks Department.

PRIORITIES FOR FUTURE FUNDING

1. Repairs and Maintenance \$85,000. Additional funding is needed for both temporary amenities such as tables and chairs, as well as the reinvestment in permanent amenities such as bleachers, restroom partitions, and more, in order to properly maintain the Community Center.
2. Banner Infrastructure \$30,000. Single year expense to design and build infrastructure to hang banners over Broad Street and Washington Street.

PERMANENT POSITIONS – 5.80 TOTAL FTE

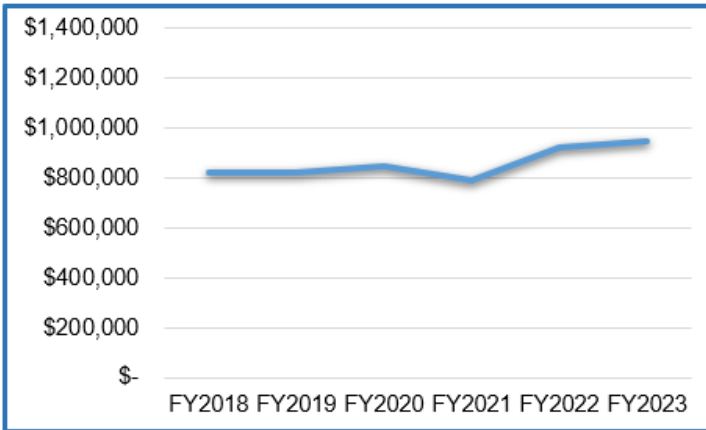
- 1.00 Director of Recreation and Parks
- 1.00 Senior Administrative Assistant
- 1.00 Administrative Assistant
- 2.80 Maintenance Workers

*Temporary and seasonal labor is also used as needed.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 368,175	\$ 474,560	\$ 506,751	6.8%
Benefits	116,614	148,093	136,505	-7.8%
Professional and Contractual	39,566	46,500	46,500	0.0%
Materials, Supplies, and Other	196,588	253,601	258,581	2.0%
Total Expenditures	720,943	922,754	948,337	2.8%
Revenues				
Other Grants and Contributions	3,504	500	500	0.0%
Charges for Services	65,581	30,400	18,000	-40.8%
Total Revenues	69,085	30,900	18,500	-40.1%
Net Expenditures Supported by General Revenues	\$ 651,858	\$ 891,854	\$ 929,837	4.3%
Permanent Position FTE	5.800	5.800	5.800	0.0%

BUDGET TREND



Notes:

- The 2.8% increase in the overall budget for our Administrative Cost Center is mostly due to salary increases and some increased contractual expenses for our NOVA Parks agreement.

Change 0.0% 3.0% -7.1% 16.9% 2.8%

PARKS MAINTENANCE

SUMMARY OF SERVICES PROVIDED

This Cost Center provides funding to support the maintenance of parks, park trails, athletic fields, park and playground equipment, outdoor recreational facilities, and turf in parks and around public buildings. These funds are used to enhance the appearance of the public parks and grounds, make them safe to use, and aid in the protection of the City's natural resources through an effective maintenance program.

The staff of the park maintenance crew repairs and paints signs and park equipment as needed; removes trash from parks and public grounds; maintains and prepares fields for athletic events; maintains trails through City parks; removes snow from City-owned sidewalks; and provides assistance to the urban forestry division as needed. The crew also helps with the setup and breakdown for City special events.

Private contractors are used to augment the maintenance of the City's parks and grounds. The City uses contractors for some turf maintenance, and the maintenance of the athletic fields at Larry Graves Park, Oak Street Elementary School and Madison Park. Using private contractors saves the City the expense of purchasing large pieces of equipment.

TRENDS AND ISSUES

- The City's outdoor sport court surfaces were all resurfaced in 2021. Approximately \$150,000 is needed to maintain the courts every four years.
- Use of tennis courts has spiked during the covid-19 pandemic with use for both tennis and pickleball.
- The Recreation Department continues to coordinate park projects with non-profit groups, Eagle Scouts and other interested parties.
- Amenities such as new benches and trash receptacles as well as ten new raised flower beds have been added to our parks over the past few years. Exotic invasive plants continue to be removed yearly.
- New maintenance standards should be created and implemented which will require additional funding.
- City park renovations continue park by park. Recently Big Chimneys Park, West End Park, Larry Graves Park, Howard E Herman Stream Valley Park and the Cherry Hill Park playground have all been through these renovations. The Fellows Property is currently in the Master Planning process. The Master Park planning process should be completed in FY23.
- The addition of irrigation and lighting in Big Chimneys Park will incur additional maintenance costs.
- Staff is researching alternatives to all trash removal in the parks. Currently City staff are handling this responsibility. There are some indications that using the City's trash contractor will result in a more efficient use of City funding.
- With the addition of Larry Graves synthetic turf field, rental fees for permitted field use at Larry Graves Park has increased over the past few years.

SIGNIFICANT CHANGES IN FY2023

- A compensation study completed by Human Resources revealed a significant pay discrepancy for our Maintenance Workers and Crew Leader. Continued monitoring is needed for pay equity.

Parks Maintenance

FY2023 DELIVERABLES

- The City operates 15 parks made up of natural open space areas, greenways, and parks with picnic areas, playground equipment, and additional recreation amenities at other City facilities. This cost center has three major functions. The first function is repairing and replacing park amenities and small pieces of equipment. The second is the basic maintenance of our parks to include upkeep of turf, painting picnic tables and signage, handling erosion, path deterioration, smaller landscape maintenance issues, trash removal and overall cleanliness of the parks. Large overhauls and complete renovations of parks are handled in the CIP. Supporting all major special events, athletic events, and other outdoor programs is the third major function. Through this cost center the City’s Recreation and Parks Department and maintenance staff will continue to provide quality parks to the City.

PRIORITIES FOR FUTURE FUNDING

1. Repair and Replacement of Courts \$150,000 every four years. Preventative Maintenance needs such as resurfacing of outdoor tennis and basketball courts is a high priority item that is currently underfunded. Delaying these preventative maintenance items results in a need to completely renovate these courts at a much higher cost. This should be added to the City’s newly developed city-wide capital maintenance reserve.

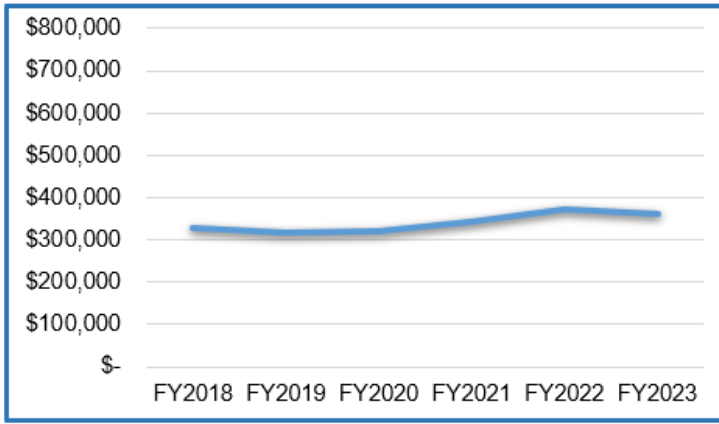
PERMANENT POSITIONS – 3.00 TOTAL FTE

- 1.00 Senior Crew Leader
- 2.00 Maintenance Workers

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 152,894	\$ 160,935	\$ 186,344	15.8%
Benefits	52,205	52,351	54,034	3.2%
Professional and Contractual	75,922	91,350	91,350	0.0%
Materials, Supplies, and Other	25,263	28,800	27,800	-3.5%
Capital Outlay	47,830	40,000	-	-100.0%
Total Expenditures	354,115	373,436	359,528	-3.7%
Revenues				
Charges for Services	-	-	20,000	0.0%
Net Expenditures Supported by General Revenues	\$ 354,115	\$ 373,436	\$ 339,528	-9.1%
Permanent Position FTE	3.000	3.000	3.000	0.0%

BUDGET TREND



Notes:

- In FY21/22, the funding shown in Capital Outlay was used to purchase a new vehicle which was a one-time expense.
- Other than the corrected inequity in salaries, there are no significant changes for FY2023.

Change -2.5% 1.0% 6.9% 8.7% -3.7%

RECREATION PROGRAMS AND SPECIAL EVENTS

SUMMARY OF SERVICES PROVIDED

This Cost Center provides funding to support offering a wide variety of recreational programs and activities. Special events such as the city-wide Memorial Day event and the Falls Church Festival are attended by over 50,000 people annually. Summer and school break camp registrations currently exceed 5,000 and bring in over \$900,000 in user fees annually to the City. Each year more than 450 Hobby classes such as technology, dance, fitness and more are organized and held at the Falls Church Community Center. Additional programs coordinated in this Cost Center include our award-winning Farmers' Market, Senior Center programming, teen programming, and historical programs and events held at the Cherry Hill Farmhouse.

The Covid-19 pandemic taught us how to be flexible and modify our programs. After years of modifying our programs, with limited services and revenues, we are back, but continue to be mindful of the possibilities that still exist and remain flexible in our planning. Plans continue to move to more traditional programming while safe to do so.

TRENDS AND ISSUES

- On a typical year, this cost center generates over 1.5 million dollars annually.
- While most programs are returning to pre-pandemic enrollments, our Senior Programs, as the most vulnerable population, are progressing at a slower rate.
- The new high school serves as a community facility and has been a great investment for the City and in particular, our department. Utilizing the new high school and the addition of a second synthetic turf field at the high school will increase our programming opportunities.
- Department staff will continue to enhance the coordination with school staff and the community to better offer programs and services needed in our Little City.
- We are planning a full year of our traditional special events, however, with the addition of the new facility at the Meridian/MEH campus, we can no longer safely host fireworks.
- The Farmers Market continues to be one of the most utilized City-sponsored services and will be managed in FY23 by a part-time permanent employee.
- Enhanced awareness and dedication to equity and accessibility- The department continues to promote our new fee reduction program and are actively working to make programs and facilities more accessible. A communications campaign to promote this program is underway. This includes social media and added language on program flyers and other materials.

SIGNIFICANT CHANGES

- Fireworks can no longer be displayed at the Median/MEH campus for safety reasons.
- The loosening of covid-19 restrictions while the City is in Low and Moderate risk has changed our policies for programs and activities. We continue to modify our health and safety protocols as needed.
- With the increase in enrollment back to pre-pandemic levels, funding is needed to support these programs, particularly in contracted expenses for camps and classes. These expenses are mostly offset by registration fees.
- In order to properly and safely recruit and retain staff for our camps and other programs, additional compensation for part-time employees has been funded.

Recreation Programs & Special Events

DELIVERABLES

- The Falls Church Recreation and Parks Department provides an opportunity to every single City resident to participate in some form of program, class or activity to enjoy for recreational purposes. These offerings include an extensive offering of hobby classes, day camps, senior center programming and services, historical programs, weekly farmers’ markets and other special events. In the coming years, this cost center will see a significant increase towards full cost recovery.

PRIORITIES FOR FUTURE FUNDING

1. Support for community sponsored events \$20,000 annually. The Recreation and Parks Department frequently receives requests from City residents, businesses and non-profit groups to host events within City limits. Funding to provide partial financial support for these requests is needed should it be deemed that they are quality community events.

PERMANENT POSITIONS – 5.80 TOTAL FTE

- 1.00 Deputy Director
- 1.00 Senior Program Supervisor
- 1.00 Program Supervisor
- 1.10 Recreation Specialists*
- 1.70 Senior Recreation Specialist*

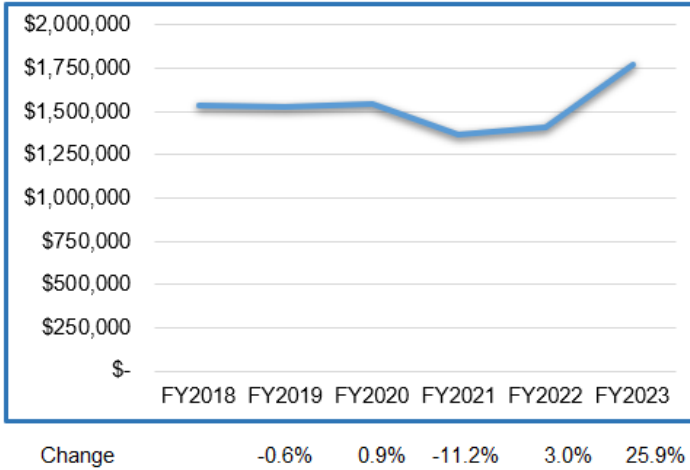
*Position is allocated to other activities.
Temporary and seasonal labor is also used as needed.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 516,538	\$ 573,960	\$ 626,908	9.2%
Benefits	114,286	125,811	120,406	-4.3%
Professional and Contractual	413,429	522,700	844,600	61.6%
Materials, Supplies, and Other	92,128	186,300	181,300	-2.7%
Total Expenditures	1,136,381	1,408,771	1,773,214	25.9%
Revenues				
Other Grants and Contributions	500	300	300	0.0%
Charges for Services	932,519	1,277,600	1,563,600	22.4%
Total Revenues	933,019	1,277,900	1,563,900	22.4%
Net Expenditures Supported by General Revenues	\$ 203,363	\$ 130,871	\$ 209,314	59.9%
Permanent Position FTE	6.000	6.150	5.800	-5.7%

Recreation Programs & Special Events

BUDGET TREND



Notes:

- FY2023 increases are primarily due to increased funding for contracted services and pay increases. As we resume enrollments to pre-pandemic numbers, funding for the contractual services for those enrollments is needed. In order to recruit and retain quality staff to lead the programs and services we offer, additional funding for increased salaries has been included. Nearly all of these expense increases are offset by registration fees.

ATHLETIC PROGRAMS

SUMMARY OF SERVICES PROVIDED

This Cost Center provides funding to support a substantial number of individual and team sports programs and activities for residents of all ages. Youth team sports include spring and fall soccer, flag football and basketball for boys and girls. Team sports for adults include coed volleyball, women's volleyball, coed soccer, and men's basketball.

Winter basketball typically attracts over 1,100 participants each year. The spring and fall soccer programs feature more than 800 participants for each season. Flag football has nearly 300 participants each fall. Staff is also involved in helping the Falls Church Lacrosse Program get field space and continues to provide support to the FORCE wrestling club.

Adult team sports typically attract more than 600 men who play basketball yearly the adult basketball leagues and over 200 men and women play volleyball.

Background checks are conducted for all coaches as one way of assuring the safety of participants.

TRENDS AND ISSUES

- With the transition of the Meridian practice field from natural grass to synthetic and the completion of the synthetic turf project as Larry Graves, we have sufficient field space for existing outdoor programs offered by the department.
- Current indoor practice and competition space (indoor sport courts) is not sufficient for any future growth within the department's programs. Additional facilities and resources will be needed to accommodate this growth.
- Costs for contracted referees continue to increase. The increase in minimum wage had a significant impact on our youth referees. To recruit and retain quality referees and scorekeepers, funding has been added to part-time salaries.
- With the increase use of outdoor courts, we hope to introduce some new tournaments in tennis and pickleball.

SIGNIFICANT CHANGES

- Adult sports has had a slower return to play since the start of the Covid-19 pandemic.

DELIVERABLES

- In FY2023, the Recreation and Parks department will continue to provide a safe and fun environment for youth to play sports as well as provide a variety of athletic leagues for adults in different competition levels.

PERMANENT POSITIONS – 1.40 TOTAL FTE

- 1.00 Program Supervisor
- 0.40 Recreation Specialist*

*This position is allocated to other activities.

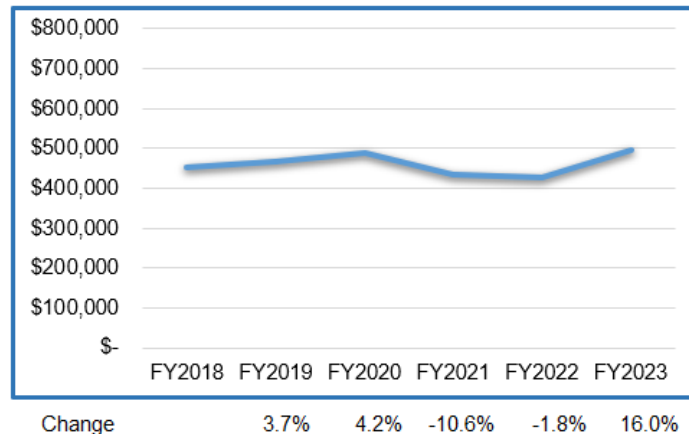
Temporary seasonal labor is also used as needed.

Athletic Programs

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 93,506	\$ 126,248	\$ 134,960	6.9%
Benefits	15,836	17,927	33,207	85.2%
Professional and Contractual	15,363	95,000	121,500	27.9%
Materials, Supplies, and Other	119,792	188,200	206,200	9.6%
Total Expenditures	244,497	427,375	495,867	16.0%
Revenues				
Charges for Services	87,325	356,000	400,119	12.4%
Net Expenditures Supported by General Revenues	\$ 157,171	\$ 71,375	\$ 95,748	34.1%
Permanent Position FTE	1.400	1.250	1.400	12.0%

BUDGET TREND



Notes:

- To recruit and retain quality staff, funding has been added in FY23 to part-time salaries.
- With increased enrollment, contracted costs for those enrollments to include referees, clinic fees, association charges and more, have increased. Most of these additional expenses are offset by registration fees.
- The increase in FY2023 is partly due to the re-allocation of staff time within the department.

COMMUNITY ARTS AND CULTURAL PROGRAMS

SUMMARY OF SERVICES PROVIDED

This Cost Center provides administrative support to the City's Arts & Humanities Council, houses the funding and administrative support for the cultural arts grant program as well as special projects that celebrate the City's arts, theatre, culture and history. The grant program provides financial support for special projects, events, and work supporting this effort. Specifically, this program leverages resources, manages a grants program and other designated purposes related to bringing the best in arts and humanities programming to the City of Falls Church and its citizens.

TRENDS AND ISSUES

- The Arts and Humanities Council serves as a catalyst for arts and culture in the community, increasing the quality of life and property values.
- With the high volume of construction projects in the City, the Arts and Humanities Council remains engaged and continues to provide comments on these projects.
- The Arts and Humanities Council advises City Council on public policy promoting activities, programs, events and strategies that encourage arts, theatre, culture and history.
- A funding source for City-sponsored public art projects is recommended to create a more vibrant Little City.
- Ongoing studies to economic value of art & culture in communities continues across the country. The City is participating in an Arts & Economic Prosperity study conducted by Americans for the Arts which specifically studies the economic impact of the nonprofit arts and culture industry.

SIGNIFICANT CHANGES

- Ongoing discussions are underway regarding the organizational structure of the Arts and Humanities Council to reprioritize goals into the future.

DELIVERABLES

- The annual grants program which consists of program and operational grant funding will continue to be awarded to City non-profits advancing culture and arts in the community, and will continue to be awarded competitively.
- Recreation and Parks staff will continue to act as an active member of the Arts & Humanities Council and advocate for culture and arts in the community as well as continue to serve on special projects celebrating and promoting arts, theatre, culture and history within the Little City.

PRIORITIES FOR FUTURE FUNDING

1. Arts and Culture Grant Program \$1,000 annually. The popular operations and program grant program previous was funded with \$45,000 of City funds. It was reduced to \$44,000 due to cost cutting at the beginning of the pandemic. We regularly receive more grant requests than we can fund. Returning to the \$45,000 allocation would help support programs in the community.

Community Arts & Cultural Programs

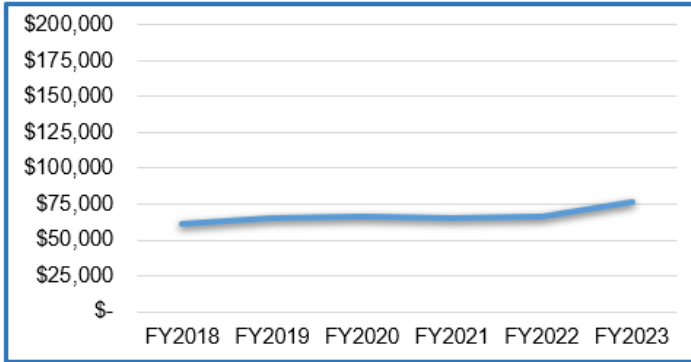
PERMANENT POSITIONS – 0.30 TOTAL FTE

- 0.30 Senior Recreation Specialist (Position is also allocated to other activities)

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 12,719	\$ 13,965	\$ 22,438	60.7%
Benefits	3,245	3,401	5,109	50.2%
Materials, Supplies, and Other	44,299	48,500	48,500	0.0%
Total Expenditures	60,263	65,866	76,047	15.5%
Revenues				
State Grants	4,500	4,500	4,500	0.0%
Net Expenditures Supported by General Revenues	\$ 55,763	\$ 61,366	\$ 71,547	16.6%
Permanent Position FTE	0.200	0.200	0.300	50.0%

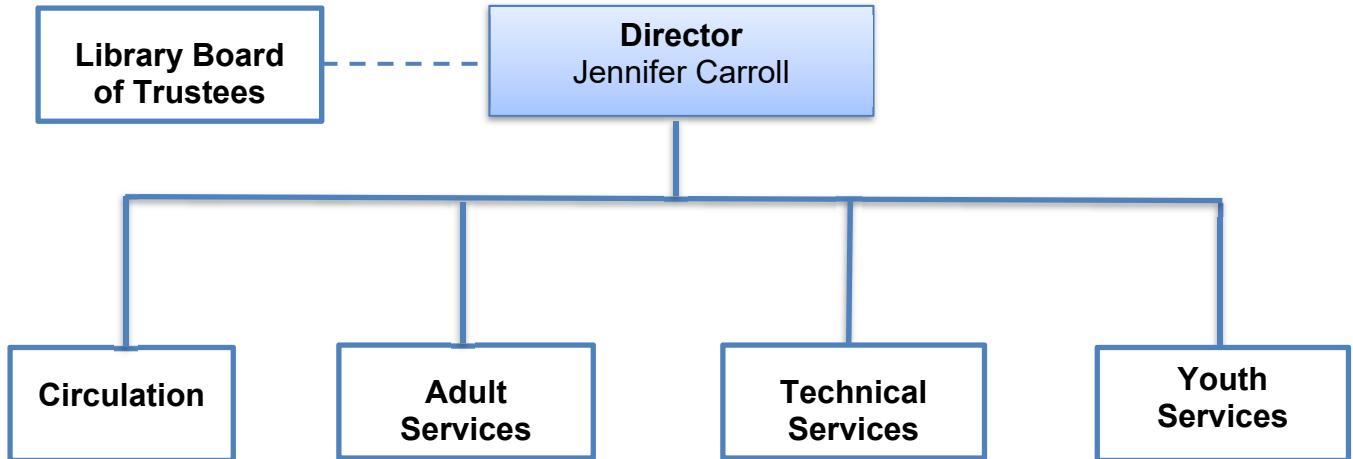
BUDGET TREND



Notes:

- Annually we expect to receive \$4,500 in state grant funds for cultural programs.
- The increase in FY2023 is partly due to the reallocation of staff time within the department.

DEPARTMENT OF LIBRARY SERVICES



SUMMARY OF SERVICES PROVIDED

This department provides library services to the citizens of Falls Church and has reciprocal borrowing agreements with libraries whose jurisdictions are members of the Metropolitan Washington-Council of Governments (MW-COG). It promotes open access to library resources that enrich and help all City residents. In FY2022 the library opened the newly renovated and expanded building in September 2021. The collection encompasses physical resources including books, periodicals, DVDs, audio-books, magazines, etc.; E-resources are available 24/7 and include reference databases, eBooks, eMagazines, eMusic, and eAudiobooks. Additional services include: public internet workstations, Wi-Fi accessibility, 24/7 exterior book returns, renew/reserve materials online, automatic renewal, email notification for due dates/overdue items/reserves, curbside service, homebound material delivery, a public copier/printer/scanner, computer help as well as one on one trainings on eDevices, inter-library loan services for City of Falls Church citizens, publicly available conference and group study rooms, and a wide variety of programs for children, teens, and adults throughout the year. The Falls Church History Room is open to the public 18 hours a week for patrons to explore the City's history.

TRENDS AND ISSUES

- Print collection circulation rebounding and expected to increase. Between September 2021-February 2022 (FY2022) physical circulation had already increased 58% over FY2021.
- Library in-person visits averaging nearly 10,000 per month since September 2021. Expect this to increase in the summer and into FY2023.
- Digital format use has slightly declined from FY2021, when usage spiked due to COVID limitations, however FY2022 numbers are commensurate with pre-COVID usage.
- Newly available conference and group study rooms are popular with the public.
- Revenue from State Aid to Libraries may increase in FY2022 and FY2023 (see notes).

SIGNIFICANT CHANGES

- Addition of 1.0 FTE Technology Librarian to serve as the liaison between the library staff and City ITS department and provide leadership and vision in planning and developing the library's technology growth including researching emerging technology solutions.
- The library will be open 54 hours per week and will maintain current provision of programs and services given existing staffing levels.

DELIVERABLES

- Implement upgrade of the library website.
- Complete the library strategic plan with the assistance of a consultant.
- Implement collection management software with a focus on diversity, equity and inclusion assessments.
- Restoring outreach activities to pre-COVID levels including storytimes to preschool programs - Homestretch and Jessie Thackrey, and school visits.

PRIORITIES FOR FUTURE FUNDING

1. Increased positions (3.95 FTE) \$360,076. Positions include full-time Deputy Director, increasing Library Assistant I positions by 1.95 and increasing 2-Library Assistant II positions to full-time. Additional positions would increase library hours to 59 hours/week.
2. Temporary Positions increase \$5,917. Funding required to sustain temporary positions (Library Pages and Library Assistant II Substitutes) at FY2022 hours. Reduction in 9-10 hours due to meeting annual pay increase and minimum wage mandated increases.
3. Falls Church History Room Database Replacement \$20,000. Digital collection archive and promotion; on-going costs for cloud based storage and annual maintenance.

PERMANENT POSITIONS –21.15 TOTAL FTE*

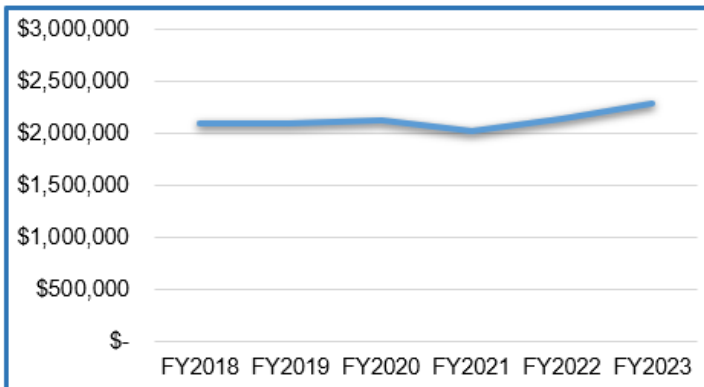
- 1.00 Library Director
- 1.00 Youth Services Supervisor
- 5.00 Librarians
- 7.05 Library Assistants
- 1.00 Circulation Supervisor
- 1.00 Technical Services Supervisor
- 1.00 Adult Services Supervisor
- 1.00 Technology Librarian
- 1.00 Senior Administrative Assistant
- 0.60 Systems Engineer
- 1.50 Custodian

*Temporary and on-call employees are also used as Pages and Library Assistant I substitutes; funding for those positions are included in the discretionary budget.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 1,208,777	\$ 1,350,726	\$ 1,485,649	10.0%
Benefits	313,174	333,368	340,030	2.0%
Professional and Contractual	30,454	47,676	58,067	21.8%
Materials, Supplies, and Other	407,663	396,086	390,510	-1.4%
Capital Outlay	31,268	12,100	7,300	-39.7%
Total Expenditures	1,991,336	2,139,956	2,281,556	6.6%
Revenues				
State Grants	167,580	166,792	165,847	-0.6%
Other Grants and Contributions	15,334	-	-	0.0%
Charges for Services	170	-	1,500	0.0%
Total Revenues	183,085	166,792	167,347	0.3%
Net Expenditures Supported by General Revenues	\$ 1,808,252	\$ 1,973,164	\$ 2,114,209	7.1%
Permanent Position FTE	19.650	20.150	21.150	5.0%

BUDGET TREND

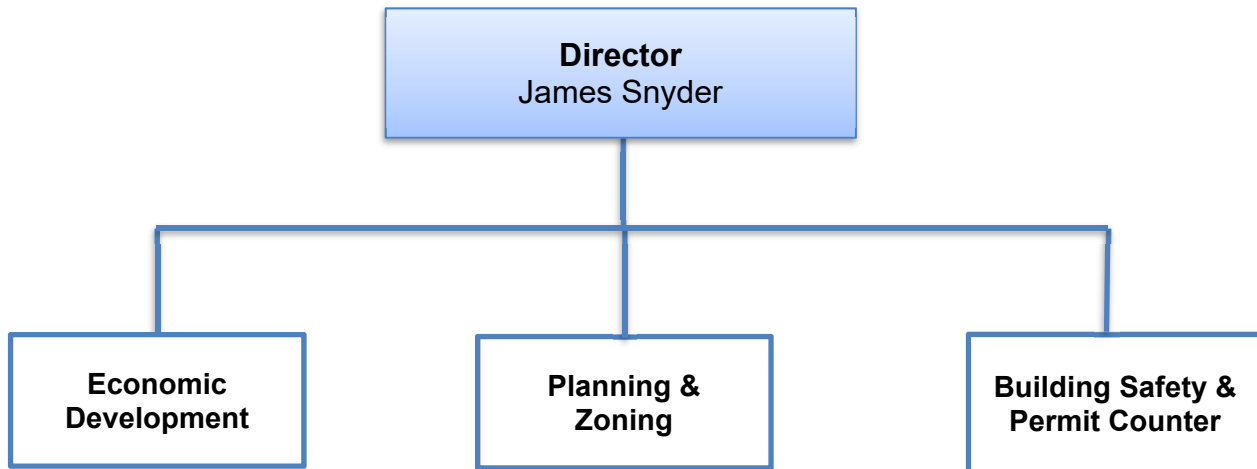


Notes:

- For FY2023, the following are the major changes in the library's budget:
 - State Aid funding may increase per state budget amendment providing an addition \$2.5M in each year of 2022-2024 budget.
 - Funding for 1 FTE Technology Librarian.

Change 0.0% 1.2% -4.2% 5.6% 6.6%

COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT SERVICES



SUMMARY OF SERVICES PROVIDED

The Department of Community Planning and Economic Development Services (CPEDS) exists to improve quality of life and support the development of a safe City that balances economic, environmental, and social needs of current and future generations.

CPEDS provides services in four overarching areas: (1) Economic Development, (2) Planning (3) Zoning, and (4) Building Safety. Organizing these four work areas under one department encourages employees to break through traditional work silos that would otherwise impede new projects and investments in the City.

The Economic Development Team performs the following work:

1. Works closely with prospective investors to the City, who are interested in revitalizing or redeveloping aging properties in the City's Planning Opportunity Areas (POAs) and Revitalization Districts
2. Business attraction and facilitation
3. Business retention and facilitation
4. Participation in Council of Governments and Regional Economic Development Organizations
5. Chamber of Commerce and business liaison
6. Works closely with commercial brokers, property owners, prospective businesses and other City staff, to encourage low vacancy rates in the City's commercial spaces
7. Monitors and reports on economic and business activity
8. Fiscal impact analysis of adopted development projects
9. Staff support for the Economic Development Authority (EDA)
10. Staff support for the Economic Development Committee (EDC)

The Planning Team performs the following work:

1. Community Engagement and Regional Coordination – including (i) staff support for the Planning Commission, Architecture Advisory Board (AAB), Citizens Advisory Committee on Transportation (CACT), Historic Architecture Review Board (HARB), Historical Commission, and(ii) regular interaction with the City Council; and (iii) ongoing coordination with the Washington Council of Governments (COG), Commonwealth Transportation Board (CTB), Northern Virginia Transportation Authority (NVTA), Northern Virginia Transportation Commission (NVTC), Fairfax County, and Arlington County.
2. Development Review – processing of land development applications, including Special Exceptions, Comprehensive Plan Amendments, Re-zonings, Site Plans, and Subdivisions.
3. Plan Development including updates to the City's Comprehensive Plan, development of Small Area Plans and Master Plans, and coordination on special reports and studies.
4. Urban Design and Plan Implementation – including review of public and private projects for consistency with the city's design guidelines and project management of multimodal improvements, including pedestrian, bicycle, and traffic calming projects.
5. CIP and Grants – including preparation of grant applications for a variety of efforts and supporting preparation of the City's Capital Improvement Program (CIP).

The Zoning team provides the following services:

1. Zoning review of all planning and development projects, including special exceptions, rezonings, site plans, subdivisions, and grading plan.
2. Zoning review of building plans, building permits.
3. Zoning review of sign applications, variances, special use permits.
4. Zoning review and approval of certificates of occupancy
5. Zoning enforcement and compliance, including monitoring compliance with conditions of approval (e.g. voluntary concessions, site plan conditions, and variance conditions).
6. Zoning Administrator review and analysis of properties, authoring zoning opinion and compliance letters, and assisting in the development of zoning text amendments.
7. Staff support for the Board of Zoning Appeals (BZA) and the Architectural Advisory Board (AAB).

The Counter Services team provides the following services

1. Intake, application and payment processing.
2. Review and issuance of all building and trades permits (e.g. plumbing, electrical, gas) and certificates of occupancy.
3. Review and scheduling of annual pool inspections.
4. Permit intake and issuance of permits to support the Department of Public Works and the Fire Marshal

The Building Safety team performs the following services

1. Enforces the Virginia Uniform Statewide Building Code and issues permits for commercial and residential construction.
2. Enforces the Virginia Maintenance Code for existing buildings.
3. Reviews all building, electrical, mechanical, plumbing, fuel/gas, energy, accessibility, and fire protection permit plans for compliance with the Virginia State codes.
4. Conducts field inspections of building projects.
5. Works proactively with Economic Development to expedite permits for small businesses and new commercial users.
6. Staff support and training for the “Board of Building Code and Fire Prevention Code Appeals”.
7. Coordinates with the Fire Marshal, Health Department, and others on building construction and use.
8. Participates as part of the emergency management response team.
9. Stay up-to-date with code changes, new and emerging materials, technologies and methods of construction.

TRENDS AND ISSUES

The following table summarize permit and fee activity

Calendar Year	Permits	Certificates of Occupancy	Permit Fees	Tech Fees	Admin Fees	Single Family Home Activity
2019	2,542	152	\$2,009,978	\$217,750	\$218,036	25 permits, net 4
2020	1,676	149	\$919,408	\$91,195	\$91,463	14 permits, net 2
2021	1,860	128	\$766,143	\$65,096	\$64,992	17 permits, net 3

The following table summarizes recent and ongoing commercial area redevelopment activities

Project Name	Size	Calendar Year
Recently Completed Projects		
Cottage Housing	10 homes	Completed 2019
City Hall Renovation	30,947 sf office	Temporary Certificate of Occupancy Issued 2019
George Mason High School	292,126 sf school 23.8 acres	Temporary Certificate of Occupancy Issued 2020
Beyer Volvo Showroom	17,260 sf commercial	Certificate of Occupancy Issued 2021
Southgate II	15,000 sf commercial	Certificate of Occupancy Issued 2021
Mary Riley Styles Library	25,000 sf library	Temporary Certificate of Occupancy Issued 2021
Projects Under Construction		
Founders Row	394 homes 30,000-35,000 sf movie theater 63,946 sf commercial	Certificates of Occupancy for 50% of Residential Units Issued 2021 Commercial Occupancy and Remaining Residential Expected 2022 Movie Theater Expected 2023
Columbia Baptist Church Expansion	50,000 sf addition	Completion Expected November 2022
Projects Approved		
West Falls Church Economic Development Project	Phase I and Phase II 957,400 sf res. (889 homes) 568,970 sf commercial	Special Exception Entitlement (SEE) Amendment Approved 2021
	Phase I Only 808,800 sf (740 homes) 368,970 sf commercial	Special Exception Site Plan (SESP) Phase 1 Approved 2021
Broad & Washington	334 homes 67,500 sf commercial	Special Exception Approved 2021 Site Plan Approved 2022

Project Applications		
Atlantic, One City Center	246 homes (321,034 sf) 100,163 sf commercial	Application Received 2021
Founders Row II	280 homes (306,207 sf res) 27,207 sf commercial	Application Received 2021

The following table summarizes recent and ongoing policy development and project delivery

Project	Completed
Comprehensive Planning	
Chapter 2, <i>People, Housing, and Jobs</i> , Demographics	2019
Chapter 10, <i>Housing a Complete Community</i> , Housing	2019
Chapter 5, <i>Environment for Everyone</i> , Environmental Sustainability, Resilience, and Natural Resources	2019
Chapter 3, Community Character – addition of Public Art Policy	2021
Small Area Planning	
West End Small Area Plan	2020
East End Small Area Plan	In Progress, Expected 2022
Master Planning and Technical Assistance Studies	
East End Transportation and Land Use Connections (TLC), sponsored by COG	In Progress, Expected 2022
South Washington POA Sidewalk Needs Assessment, sponsored by TPB	In Progress, Expected 2022
Tripps Run Trail, sponsored by OIPI	In Progress, Expected 2022
Zoning Updates	
Special Exception Modernization	2021
T-zones	In Progress, Expected 2022
Project Implementation	
Pedestrian, Bicycle, and Greenways <ul style="list-style-type: none"> ■ Capital Bikeshare Expansion ■ W&OD Dual Trails ■ W&OD Trail Crossings ■ Berman Park Trail Crossings 	Launched May 2019 Completed 2021 In Progress, Expected 2024 In Progress, Expected 2024
Neighborhood Traffic Calming <ul style="list-style-type: none"> ■ Winter Hill (Annandale & Gundry) ■ Neighborhood Traffic Calming, W Jefferson St ■ Neighborhood Traffic Calming Noland St ■ Neighborhood Traffic Calming Great Falls/Little Falls ■ Neighborhood Traffic Calming Greenway Downs 	Completed 2019 Completed 2020 Completed 2020 Completed 2022 In Progress, Expected 2023
Residential Parking District <ul style="list-style-type: none"> ■ Grove Ave and Park Ave ■ N West St ■ Rollins St ■ Lawton St 	Completed 2020 Completed 2020 Completed 2020 In Progress, Expected 2022

SIGNIFICANT CHANGES

- **Department Reorganization** - A department reorganization is proposed to simplify the organizational structure and improve day-to-day operations. The reorganization will support reduced processing delays and new services, such as walk-through permitting. Under the reorganization, Building Safety & Permit Counter (previously under Zoning) are merged into a single division and Planning & Zoning are merged into a single division.

The reorganization would be phased and would occur over the first six months of the fiscal year.

- **Additional Staff** - Additional staff (5 FTEs) are proposed across the department to maintain the current pace of work. This includes support across all the major CPEDS functions – economic development, planning, zoning, building safety, and permitting. The additional support is requested in light of major projects that are ongoing, approved, and under Council consideration.
- **CPEDS & DPW Coordination** - CPEDS and Public Works are exploring a reset of responsibilities, with project management for Pedestrian, Bicycle, and Greenways projects shifting to Public Works and construction bond intake shifting to Planning. This shift is expected to relieve workload on the Public Works procurement team as they advance important CIP investments. It will also allow Planning staff to resume a more active role in regional planning and coordination, deliver already funded technical assistance grants, and to search for grant funds outside of transportation.

DELIVERABLES AND FUTURE PROJECTS

The below list of suggested deliverables for the upcoming fiscal year is based on priorities identified through conversations with community stakeholders. The Council work plan and direction from the City Manager’s Office will inform actual work items undertaken.

FY2023 Deliverables
Economic Development and Marketing
<ol style="list-style-type: none"> 1. Business support for relocation 2. Fiscal impact analysis 3. ARPA-funded business support and recovery initiatives 4. Market study to understand retail patrons and visitors to the City 5. Design and installation of parklets and gathering spaces throughout commercial areas 6. Supporting EDA ownership of West Falls Economic Development site 7. Supporting acquisition of Virginia Village properties
Planning
<ol style="list-style-type: none"> 1. Current Planning <ol style="list-style-type: none"> a. West Falls Economic Dev. Project (9.78 acres All Phases) <ol style="list-style-type: none"> i. Phase I SEE and VC Compliance ii. Phase I Senior Housing SESP iii. Phase II SESP b. Founders Row I <ol style="list-style-type: none"> i. SE, VC, and Site Plan Compliance c. Broad & Washington – Site Plan (3.16 acres) <ol style="list-style-type: none"> i. SE, VC, and Site Plan Compliance d. Founders Row II (2.09 acres) <ol style="list-style-type: none"> i. Site Plan ii. SE, VC, and Site Plan Compliance e. Atlantic, One City Center – Special Exception (4.63 acres) <ol style="list-style-type: none"> i. Site Plan and Site Plan Amendment ii. SE, VC, and Site Plans Compliance f. Site Plans and Subdivisions 2. Long Range Planning <ol style="list-style-type: none"> a. East End Small Area Plan b. Comprehensive Plan Chapter Update(s), Chapter(s) TBD c. Affordable Housing Preservation-related Efforts 3. Neighborhood Planning <ol style="list-style-type: none"> a. Neighborhood Traffic Calming b. Residential Permit Parking 4. CIP & Grants (Based on Comprehensive Plan and Small Area Plan Guidance) <ol style="list-style-type: none"> a. Applications for construction grants b. Applications for and management of Technical Assistance Studies 5. Community Engagement & Regional Coordination

Zoning
<ol style="list-style-type: none"> 1. Complaint-based Zoning enforcement and compliance, including monitoring compliance with conditions of approval (e.g. voluntary concessions, site plan conditions, and variance conditions) 2. Authoring of Zoning Determinations and Zoning Compliance letters 3. Planning & Zoning site analysis of potential redevelopment signs 4. Zoning analysis related to major redevelopment projects 5. Review of permits requiring zoning review, including site plans, subdivisions, sign permits, certificates of occupancy, etc 6. Staffing for the BZA
Building Safety
<ol style="list-style-type: none"> 1. Plan Review <ol style="list-style-type: none"> a. Major Development <ol style="list-style-type: none"> i. Broad & Washington – Mixed-Use / Apartment Building ii. West Falls Church – Mixed-Use / Apartment Building iii. West Falls Church – Parking Garage B-3 and D-2 iv. West Falls Church – Condo Building v. West Falls Church – Hotel vi. West Falls Church – Senior Living Building vii. Founders Row – Commercial Tenants b. Routine Construction Projects <ol style="list-style-type: none"> i. Expedited review of the dozens of small commercial projects and tenant fit-outs ii. Dozens of new-single family homes and major additions / renovations iii. Hundreds of small residential projects 2. Inspections <ol style="list-style-type: none"> a. Major Development <ol style="list-style-type: none"> i. Broad & Washington - Demolition ii. Broad & Washington – Sheeting and Shoring iii. Broad & Washington – Mixed-Use / Apartment Building iv. West Falls Church – Demolition v. West Falls Church – Mixed-Use / Apartment Building vi. West Falls Church – Medical Office Building vii. West Falls Church – Parking Garage B-3 and D-2 viii. West Falls Church – Condo Building – Sheeting and Shoring ix. West Falls Church – Condo Building x. West Falls Church - Hotel xi. Founders Row – Residential Units xii. Founders Row – Commercial Tenants xiii. Columbia Baptist Church b. Routine Construction Projects <ol style="list-style-type: none"> i. Dozens of small commercial projects and tenant fit-outs ii. Dozens of new-single family homes and major additions / renovations iii. Hundreds of small residential projects

PRIORITIES FOR FUTURE FUNDING

The proposed work plan above was developed with staff's assessment of the most important/impactful projects that are ongoing and/or expected.

The following resources and needed to provide more complete community services and provide resilience during staff transitions or unexpected absences.

1. Building Safety – Code Specialist II \$91,500. Building Safety has one dedicated residential inspector. In calendar year 2021, a total of 2,110 residential inspections were conducted. The workload is often shared with commercial inspectors to limit delays to home renovation and home construction projects. With anticipated commercial construction, there will be less flexibility to cover workload and an unexpected staff absence could delay construction inspections.
2. Planning – Senior Planner \$103,700. Planning relies on a pool of experienced planners to lead or oversee complex redevelopment applications and major redevelopments. This same pool of planners designed Mr. Browns Park, lead the Cottage Housing Zoning Ordinance Amendment, and staffed the 2017 update to the Streetscape Standards. Planning's recent and upcoming workload for Current Planning/Development Review has been heavier than usual and has stretched the ability of the team to keep projects on schedule. Work plan items, such as One City Center and the East End Small Area Plan, have been delayed by months to accommodate staff sick and annual leave. Off-work plan items, such as the T-zone update, cannot be reliably staffed and have difficulty holding to set schedule.

PERMANENT POSITIONS – 29.30 TOTAL FTE*

1.00 Director, Community Planning and Economic Development Services

Planning & Zoning Division (12.30)

Planning

- 1.00 Planning Director**
- 1.00 Deputy Planning Director
- 2.00 Principal Planners
- 0.50 Principal Planner/Deputy Zoning Administrator
- 2.8 Senior Planners***
- 0.5 Senior Planner / Neighborhood Transportation ***
- 2.00 Planners

Zoning

- 1.00 Zoning Administrator**
- 0.50 Principal Planner/Deputy Zoning Administrator
- 1.00 Zoning Technician

Economic Development (2.00)

- 1.00 Economic Development Division Chief
- 1.00 Senior Planner /Economic Development
- 0.00 Marketing Specialist****

Building Safety Division (14.00)

Building Safety

- 1.00 Building Official**
- 1.00 Deputy Building Official
- 4.00 Code Specialist III / Engineer
- 1.00 Code Specialist II
- 1.00 Code Specialist I
- 1.00 Senior Development Process Specialist

Permit Counter

- 3.00 Development Process Specialist
- 1.00 Development Services Inspector / Technician

IT-Support

- 1.00 IT Support Specialist

*Temporary employees and consultants are also utilized by the department on an as needed basis.

**City and State Code-required positions that exercise independent judgment and make determinations independent of the organizational structure.

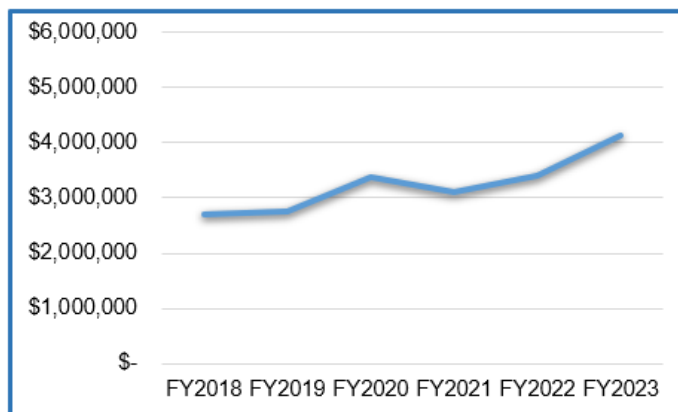
***0.70 of a Transportation Planner position is being funded with grants under the Capital Improvements Program (CIP) Funds, so that 0.7 FTE is funded, but does not appear in this table.

****A term full-time employee is also employed using federal funds and transient occupancy tax, so that 1.0 FTE is funded, but does not appear in this table.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Salaries and Wages	\$ 2,219,608	\$ 2,426,333	\$ 3,127,318	28.9%
Benefits	492,124	532,907	658,237	23.5%
Professional and Contractual	214,366	333,586	246,938	-26.0%
Materials, Supplies, and Other	68,114	115,080	78,274	-32.0%
Capital Outlay	28,516	-	25,000	0.0%
Total Expenditures	3,022,728	3,407,906	4,135,767	21.4%
Revenues				
Licenses, Fees, and Permits	893,122	1,094,200	1,094,200	0.0%
State Grants	127,910	155,600	-	-100.0%
Charges for Services	36,300	31,400	31,400	0.0%
Use of Building Fee Reserves	-	448,000	975,800	117.8%
Total Revenues	1,057,332	1,729,200	2,101,400	21.5%
Net Expenditures Supported by General Revenues	\$ 1,965,396	\$ 1,678,706	\$ 2,034,367	21.2%
Permanent Position FTE	23.300	24.300	29.300	20.6%

BUDGET TREND



Change 2.1% 21.9% -7.6% 9.3% 21.4%

The budget for the Economic Development Office (EDO) is included in the above chart for comparability. Prior to FY2019, EDO was part of Executive Management.

Notes:

FY2020

- Two new inspectors were added to the FY2020 budget, funded with Building Permit Fee Reserves.
- Bike share maintenance costs were included in the FY2020 budget, funded with grants.

FY2021

- Staff turnover reduced salary and benefit costs
- A vacant position for Building Safety is frozen for 6 months in response to the economic impact of the COVID19 pandemic.

FY2022

- Full funding of vacancies
- Added 1 FTE for Counter Services Team
- Added \$100,000 third-party building safety inspection services.

FY2023

- Added 5 FTEs in response to development activity, funded with building fee reserves: building inspector, permit technician, zoning technician, principal planner and IT program manager.

NON-DEPARTMENTAL EXPENDITURES

The following categories of expenditures are considered to be non-departmental:

- ❖ Transfer to School Board
- ❖ Other Education Expenditures
- ❖ Post-Employment Benefits
- ❖ Regional Transportation/Transit
- ❖ Debt service
- ❖ Transfers to Other Funds
- ❖ Contingencies, Tax Credits, and Reserves

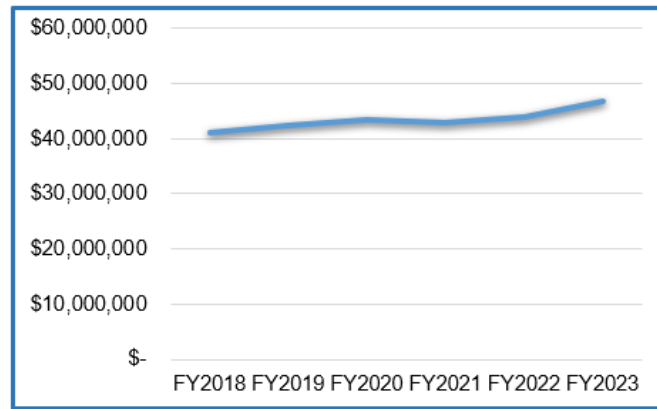
TRANSFER TO SCHOOL BOARD

The following shows the transfer of funds from the General Fund to the School Board. More information can be found regarding the School Board’s budget beginning on page 263. The City’s General Fund also pays for debt service on school capital projects. These are not reflected here but are included in page 224. The school’s request for the funding of three positions using ARPA funds is also included in this proposed budget.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Transfer to School Board - Operating	\$ 42,755,777	\$ 43,824,671	\$ 46,574,671	6.3%
Transfer to School Board - Community Services	107,500	107,500	107,500	0.0%
Transfers before CARES & ARPA	42,863,277	43,932,171	46,682,171	6.3%
Transfer to School Board - CARES & ARPA	322,000	-	374,331	-
Total Expenditures	43,185,277	43,932,171	47,056,502	7.1%
Revenues				
Federal Grants	322,000	-	374,331	0.0%
Net Expenditures Supported by General Revenues	\$ 42,863,277	\$ 43,932,171	\$ 46,682,171	6.3%

BUDGET TREND



Change 2.8% 2.5% -1.2% 2.5% 6.3%

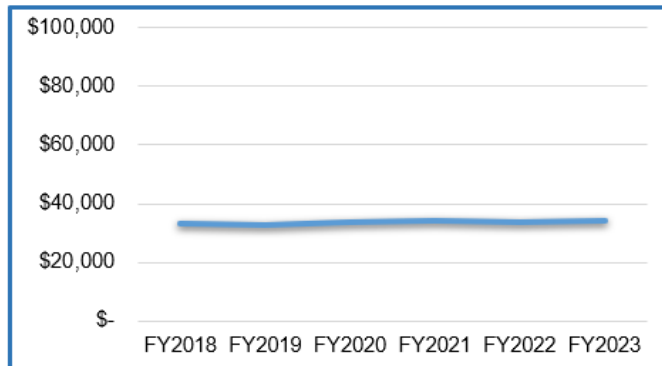
OTHER EDUCATION EXPENDITURES

The City and other local jurisdictions contribute to subsidize Northern Virginia Community College’s (NVCC) operating and capital expenditures. The amounts below reflect the City’s contribution as requested by NVCC.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
NVCC Contribution	\$ 33,972	\$ 33,666	\$ 34,334	2.0%
Net Expenditures Supported by General Revenues	\$ 33,972	\$ 33,666	\$ 34,334	2.0%

BUDGET TREND



Change -0.5% 2.1% 1.3% -0.9% 2.0%

OTHER POST-EMPLOYMENT BENEFITS

In addition to pension, the City provides health insurance and life insurance benefits for employees who have both vested in the City’s pension plan and retire from the City. Together, these are referred to as “Other Post-Employment Benefit” (OPEB).

For employees hired prior to April 1, 2008 the City pays 50% of the retiree’s health insurance premium and 100% of the premiums for \$2,000 life insurance policy with the benefit vesting after either five years of credible service or eligibility to retire, whichever comes first. For employees hired on or after April 1, 2008 the City pays 20% of the retiree’s health insurance premium after ten years’ credible service and the benefit increases by 2% per year up to 50% at twenty-five years of service.

The City’s actuary calculates the amount that should be contributed to the plan. In total for the General Fund, the City will contribute \$223 thousand in FY2023. The following table shows only the portion of the FY2023 Actuarially-Determined Contribution (ADC) that is allocable to current retirees. The departmental budgets include a portion of the ADC that is allocable to active employees.

Included in this category, although related to pension, is a reduction to the City’s Actuarially-Determined Contribution (ADC) to the Basic and Police Pension Plan. The reduction is a result of the return on investments on the Water System sales proceeds from 2014.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
OPEB Retiree Contributions	\$ 77,000	\$ 40,000	\$ 40,000	0.0%
Pension ADC Reduction	(640,000)	(640,000)	(640,000)	0.0%
Net Expenditures Supported by General Revenues	\$ (563,000)	\$ (600,000)	\$ (600,000)	0.0%

REGIONAL TRANSPORTATION/WMATA

WMATA

The City, along with other jurisdictions in the region, contributes an annual subsidy towards the Washington Metropolitan Area Transportation Authority (WMATA)'s operating and capital costs. WMATA provides bus and rail service throughout the region. In FY2023, the City's subsidy towards WMATA costs is \$4,582,895. This includes \$253,732 in City's local share towards the State's capital contribution to WMATA. Local participating jurisdictions are required under the Code of Virginia to contribute \$27.12 million to Virginia's WMATA Capital Fund per Code Section 33.2-3404. This Fund was established to provide dedicated capital funding to WMATA and is administered by the Department of Rail and Public Transportation (DRPT). DRPT receives funding from sources identified in Virginia Code Section 33.2-3404 and then remits them to WMATA. The \$27.12 million is allocated among the local participating jurisdictions based on each jurisdiction's share of the WMATA Capital Budget. The following table shows a breakdown of the City's subsidy.

Operating Subsidy	\$ 3,610,665
Capital Subsidy	176,276
Debt Service	795,954
State Capital Fund	253,732
Total WMATA Subsidy	\$ 4,836,627

The City funds its share of the costs using five different sources of funds:

Local Funding Sources	
C&I Tax	\$ 253,000
C&I Tax Equivalent	647,000
Other Local Funds	-
NVTA 30% Funds	667,000
Total Local Funding Sources	1,567,000
 NVTC Trust Fund	
Fuel Taxes	680,000
State Grants	2,589,627
Total NVTC Trust Fund	3,269,627
Total	\$ 4,836,627

1. Local Funding sources:

- a. C&I Tax: \$253,000. In 2013, Virginia Code allowed certain localities to assess a Commercial and Industrial (C&I) tax of up to 12.5 cents per \$100 of assessed value of commercial (excluding multi-family) and industrial real properties. Funds raised from this tax may be used for specific transportation expenditures among which is included the local contribution to the State's WMATA Capital Fund.
- b. C&IE: \$647,000. In order to receive its full allocation of the NVTA 30% funds, the City is required to assess the full C&I tax of 12.5 cents or put an equivalent amount in a separate

Regional Transportation/WMATA

fund for transportation. These funds may be used towards public transportation expenses. For more information on C&I and C&IE, refer to subsection “Transfers to Other Funds” in this section.

- c. Northern Virginia Transportation Authority (NVTA) 30% funds: \$467,000.

2. NVTC Trust Funds:

- a. Fuel taxes: \$680,000. The City imposes taxes on fuel sold within the City. By law, these taxes are deposited directly with the Northern Virginia Transportation Commission (NVTC) and NVTC makes the payments directly to WMATA on the City’s behalf. These amounts are therefore not included in the City’s budget.
- b. State grants from DRPT: \$2,590,000. NVTC applies for grants with DRPT to be used towards the City’s share of the WMATA costs. These funds are also deposited directly with NVTC and are not included in the City’s budget.

Payments to WMATA from the NVTC Trust Fund are not explicitly appropriated by the City because the City does not receive these funds and they are specifically restricted for payments to WMATA by state law.

OTHER

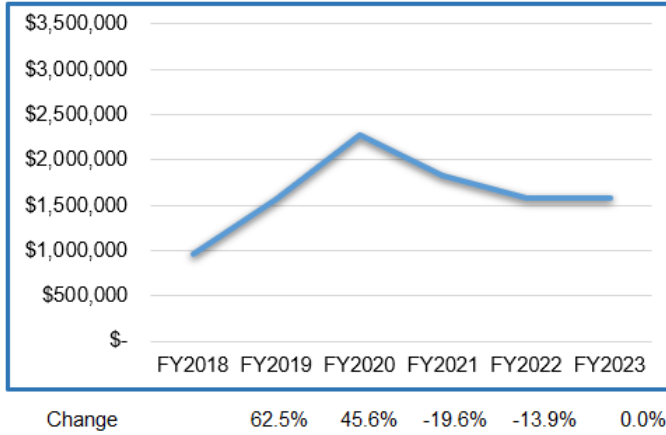
The City also participates in regional cooperation and makes an annual contribution to the Northern Virginia Transportation District (NVTD). These are funded with local funds.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
WMATA Subsidy	\$ 1,610,000	\$ 1,821,754	\$ 1,567,000	-14.0%
WMATA 3T Bus	211,438	-	-	-
NVTD	4,856	4,856	4,856	0.0%
Total Expenditures	1,826,294	1,826,610	1,571,856	-13.9%
Revenues				
NVTA 30% Funds	381,140	341,000	467,000	37.0%
C&I Tax	-	-	253,000	-
NVTC I-66 Toll Revenue Grant	211,438	-	-	-
Total Revenues	592,578	341,000	720,000	111.1%
Net Expenditures Supported by General Revenues	\$ 1,233,716	\$ 1,485,610	\$ 851,856	-42.7%

*The amounts shown above excludes payment from the trust fund held by NVTC for gas taxes and state aid. The City does not receive these funds and they are specifically restricted for payments to WMATA by state law

BUDGET TREND



DEBT SERVICE

#

The City issues debt as necessary to fund long-lived capital assets such as school buildings, open space, and public facilities and infrastructure. The use of debt financing is included as part of the City’s Capital Improvements Program (CIP) and is subject to the Council’s adopted debt policies which are noted on page 34.

Debt service for the General Fund includes all general obligations of the City, including those debts issued for the School Board but excludes debts issued for the utility funds. Debt service for debt issued for the use of the utility funds is included in their respective budgets and is covered by their respective user rates.

In November 2019, the City issued approximately \$118.4 million of debt to fund the renovation/construction of the City Hall, Mary Riley Styles Public Library (Library) and the George Mason High School (GMHS), along with miscellaneous other capital projects for parks, open space, and public safety. This adds to the \$21.7 million debt issued in FY2018 and completes the major debt issuance for the City.

The related debt service for this debt began in FY2022. As previously planned, a portion of this debt service will be paid for using capital reserves. The Proposed Budget includes a drawdown of \$4,177,000 from capital reserves for this purpose. This includes the use of \$460,000 of a total \$1.9 million in voluntary concession received from Founder’s Row for school capital costs in 2021.

Additional information on the City’s debt can be found on pages 62-65.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Principal	\$ 7,884,694	\$ 8,607,425	\$ 7,723,281	-10.3%
Interest	6,495,581	5,510,823	5,121,528	-7.1%
Payment to Refund Bonds & Notes	9,861,694	-	-	-
Bond Issuance Costs	81,156	75,000	75,000	0.0%
Professional and contractual	5,413	24,500	24,500	0.0%
Total Expenditures	24,328,537	14,217,748	12,944,309	-9.0%
Revenues				
Use of Capital Reserves	4,462,500	4,051,000	4,034,000	-0.4%
Contributions	-	460,000	-	-100.0%
Federal Grants	180,690	119,595	120,232	0.5%
Proceeds from Issuance of Debt	9,942,520	75,000	75,000	0.0%
Total Revenues	14,585,710	4,705,595	4,229,232	-10.1%
Net Expenditures Supported by General Revenues	\$ 9,742,827	\$ 9,512,153	\$ 8,715,077	-8.4%

Note: In FY2021, the City refunded Series 2011 and Series 2013 GO Bonds.

The following table shows total debt service by category.

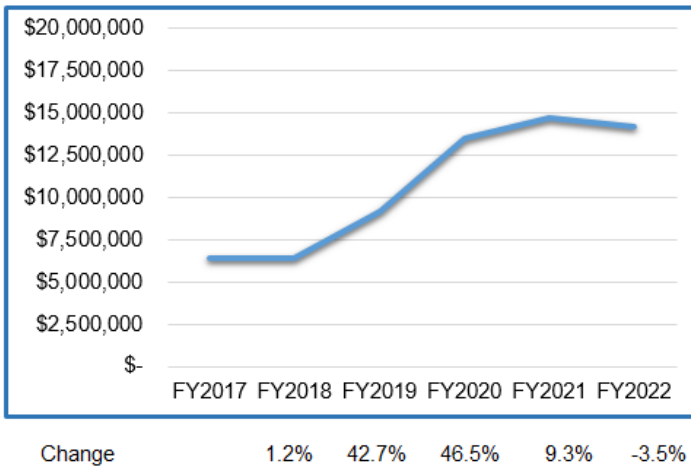
#

Function	Principal	Interest	Total
Education	\$ 5,574,143	\$ 4,126,262	\$ 9,700,405
General Government	1,993,656	1,055,211	3,048,867
Transportation	155,482	39,555	195,037
Total	\$ 7,723,281	\$ 5,221,028	\$ 12,944,309

#

#

BUDGET TREND



Notes:

- The City issued new debt totaling \$160 million between FY2018 and FY2020, increasing the debt service obligations.

TRANSFERS TO OTHER FUNDS

Transfers to other funds are made out of the General Fund to provide funding for projects in the Capital Improvements Program (CIP) accounted for in the General Government and School Capital Project Fund and the Special Transportation Fund. These transfers are to provide for matches to federal grants and to provide funding for critical facilities and infrastructure maintenance.

In FY2023, a total of \$1,885,294 is being transferred to the following funds:

- General Government Capital Improvement Fund: \$800,000. These funds will be used for the following:
 - \$250,000 general facilities reinvestment and \$350,000 specifically for the Property Yard for replacement of the fleet lift and garage bay doors, and to fund a study for the reconfiguration of that facility.
 - \$200,000 for the other capital reinvestments including the replacement of turf fields and heavy machinery.
- Special Transportation Fund: \$747,000. These funds will be used to pay for the following expenditures:
 - C&I Equivalent: \$647,000
 - Neighborhood Traffic Calming: \$100,000

The WMATA expenditure is expended from the General Fund and therefore, a corresponding revenue item labeled Transfer from the Special Transportation Fund is also being recognized in the Revenues section of the General Fund budget.

In 2013, Virginia enacted HB2313, which allowed certain local jurisdictions to raise sales, transient occupancy, and grantor's taxes in order to fund eligible local and regional transportation expenditures¹. These taxes are deposited with the Northern Virginia Transportation Authority (NVTA). Of the taxes raised in the City, the City is entitled to receive 30% while the remaining 70% is pooled with other jurisdiction's 70% funds to pay for regional transportation projects. However, in order to receive the local share of 30%, the City is required to raise an amount equivalent to 12.5 cents of tax on commercial and industrial properties in lieu of taxing these properties. If the City does not raise the full equivalent amount, the difference is deducted from the City's local share of 30% and is placed in the 70% pool. The City's C&I tax equivalent for FY2023 is approximately \$1,050,000. In FY2023, the City is including a 5 cent C&I tax rate (\$403,000), necessitating a subsidy of \$647,000 from general revenues.

- FCCTV Fund: \$238,294. These transfers are funded with general revenues and Public, Education, and Government grants (PEG).
- Affordable Housing Fund: \$100,000.
- Economic Development Authority: \$500,000. This is funded with ARPA funds and will be used to continue to assist small businesses in the City recover from economic losses from the pandemic.

¹ This was later changed by VA Code Section 33.2-3404 so that the Transient Occupancy Tax and the Grantor's Tax now get deposited with the State WMATA Capital Fund rather than NVTA.

Transfers to Other Funds

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Expenditures				
Transfer to CIP	\$ 2,615,000	\$ -	\$ 800,000	-
Transfer to Special Transportation Fund	1,404,700	1,154,000	747,000	-35.3%
Transfer to Cable Access Fund	130,071	217,496	238,294	9.6%
Transfer to Affordable Housing Fund	100,000	100,000	100,000	0.0%
Transfer to the Economic Development Authority	529,100	-	500,000	-
Total Expenditures	4,249,771	1,471,496	1,885,294	28.1%
Revenues				
PEG	48,296	56,000	56,000	0.0%
Federal Grants	508,000	-	500,000	-
Total Revenues	556,296	56,000	556,000	892.9%
Net Expenditures Supported by General Revenues	\$ 3,693,475	\$ 1,415,496	\$ 1,329,294	-6.1%

CONTINGENCIES, TAX CREDITS, & RESERVES

In this Proposed Budget, \$1,020,000 (equivalent to 2 cents of Real Estate Tax Rate) has been set aside for Council initiatives. Additionally, \$200,000 is also set aside to fund potential salary increases as a result of the compensation study.

The FY2023 budget includes a reservation of \$250,000 for a tax credit pursuant to the Economic Development Agreement entered into with 6607 Wilson Retail, LLC (BJ's). The agreement calls for the payment of up to \$250,000 to BJ's in a dollar-for-dollar sharing of local tax revenues generated by the retail center between \$450,001 and \$950,000 per year. The tax-sharing agreement is for a period of 12 years ending in FY2023. Since the implementation of this agreement, the City has been paying the maximum amount of \$250,000 to BJ's. These are shown as reductions to revenue for accounting purposes.

The budget includes \$4,500,000 as contribution to the Capital Reserve from the expected receipt of payment from West Falls Church Gateway Partners of \$4,500,000.

BUDGET

	FY2021 Actual	FY2022 Adopted	FY2023 Proposed	Percent Change
Contingencies				
Council Contingency	\$ -	\$ -	\$ 1,020,000	-
Compensation Study	-	-	200,000	-
Techonology	-	21,100	-	-100.0%
Tax Credits*	250,000	250,000	250,000	0.0%
Contribution to Capital Reserve	6,534,114	5,810,000	4,500,000	
Total	6,784,114	6,081,100	5,970,000	-1.8%
Revenues				
Voluntary Concessions	-	1,310,000	-	-100.0%
Proceeds from Land Lease/Sale	-	-	4,500,000	-
Total Revenues	-	1,310,000	4,500,000	243.5%
Net Expenditures Supported by General Revenues	\$ 6,784,114	\$ 4,771,100	\$ 1,470,000	-69.2%

*Note: The tax credit numbers above do not include \$535,000 in tax relief which is included instead in the treasurer's budget as they administer the program.

(*Intentionally left blank*)